



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 13-117**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Traffic Management Craftsman	AFSC: 2T071	OPEN DATE: 13 SEPTEMBER 2013	CLOSE DATE: 13 OCTOBER 2013
UNIT OF ACTIVITY/DUTY LOCATION: 168th Logistics Readiness Squadron, Eielson Air Force Base, Alaska		GRADE REQUIREMENT: Minimum: E5 Maximum: E6	
SELECTING SUPERVISOR: Maj Mellard	VACANCY: 0960209	PHYSICAL PROFILE: PULHES – 333223	

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (**ANY AFSC**)
Area 2 Alaska Air and Army National Guard members (**ANY AFSC**)
Area 3 Nationwide (Military members eligible for membership in to the AKANG (**MUST HOLD ADVERTISED AFSC**)
All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Perform and manage traffic management activities and the Integrated Receipt process
- Use military and commercial transportation to move personnel, eligible dependents, material, and property
- Package, classify, and arrange cargo for shipment
- Plan and organize traffic management activities. Receive and packages items for shipment
- Maintain shipment in-transit visibility using various systems and methods (Gates, IGC, RFID, Tracker)
- Prepare budget estimates for materials and equipment. Inspect items for identity, quantity, and condition
- Segregate items requiring special handling
- Consider cost and special handling requirements when selecting preservation and packing material
- Certify hazardous cargo to be moved by surface and air
- Advise on procurement and distribution actions
- Direct traffic management activities. Identify, mark, and label cargo for shipment
- Inspect shipments to determine condition. Verify carrier service. Initiate discrepancy reports
- Determine work priority. Monitor preservation, packaging and handling of cargo being shipped
- Select and arrange travel routes for individuals and groups. Verify commercial travel office routing and fares
- Resolve administrative and operational problems and authorizes deviation from procedures
- Counsel personnel and eligible dependents on passenger movements
- Review official travel orders and determines transportation entitlements
- Reconcile, process and certify monthly Centrally Billed Account invoices for payment
- Make cost comparisons between various modes of transportation
- Validate and approve charges in Syncada (PowerTrack); reconcile, process and certify monthly invoices for payment
- Classify and arrange cargo for movement. Determine and schedule proper carrier equipment for loading and unloading
- Convert military nomenclature to commercial freight classification
- Determine weight of commodities to be shipped. Consolidate and routes shipments. Develop and maintain data reference files
- Determine cargo priority, and schedules movement accordingly. Coordinate pickup and delivery of cargo shipments
- Coordinate with base activities to control flow of inbound and outbound cargo. Provide transportation data and support to contracting
- Maintain and issue transportation documents. Prepare passenger related travel documents
- Process pay adjustment vouchers for cost charge travel and excess travel costs
- Compute and document excess transportation costs. Prepare loss and damage reports
- Compile data for comparison with other shipment modes
- Process contractor invoices and verifies services performed
- Prepare shipment discrepancy reports. Convert commercial documents to government bills of lading
- Receive property; verify cargo, off-load and inspect, identify special materiel and segregate, in-check into transportation system
- Utilize shipping/receiving documentation, verify materiel identification, process receipt transactions; move property to temporary storage locations
- Process Pick-up and delivery of parts, assemblies, components, and materiel into and out of industrial shops and work centers using Asset Management; Ensure accountability for accurate accounting
- Operate and maintain material handling equipment, such as forklifts and pallet and hand-trucks
- Operate equipment including machines that weigh, band, staple, tape, and seal
- Operate woodworking equipment
- Operate automated data processing equipment to prepare, transmit, and receive transportation and transaction data
- Perform additional duties as assigned

See page 2 for Initial Eligibility Requirements, Preferred Qualifications and All Required Documents for Considerations

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- APTITUDE REQUIREMENT – ADMINISTRATIVE - 35
- STRENGTH APTITUDE - Demonstrated by Weight Lift of 70 lbs
- Must possess a valid state driver's license to operate government motor vehicles in accordance with AFI 24-301, *Vehicle Operations*
- Upon selection, approval of Exceptional Family Member Program is Required for members with dependants

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tiedown principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems
- Experience supervising functions such as preserving, packaging, packing, and quality control of personal or government property, or arranging transportation for DoD personnel

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered..."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800**. Complete applications must be received in HRO office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-10 are required by the Human Resource Office to determine initial qualifications.** If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 30 days)
5. Cover Letter & Resume
6. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
7. Last 3 Enlisted Performance Evaluations (If applicable)
8. CURRENT AGR/Mobility/ADSW Orders (If applicable)
9. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
11. Letters of Recommendation will be accepted

****SUBMIT SINGLE SIDED DOCUMENTS / NO STAPLES / NO BINDINGS****

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, AGR
Building 49000 Room D-209, Post Office Box 5800
Joint Base Elmendorf Richardson, AK 99505-5800

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.